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25 YEAR RE-REVIEW

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TO : Chief, Plans and Policy Staff

DATE: 25 July 1956

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report #30
19 July through 25 July 19561. SIGNIFICANT ITEMS

Basic Orientation #31 ended on Friday, 20 July 1956. This was the final presentation of the three-week Basic Orientation. Present plans call for a revised course of four weeks' duration entitled Intelligence Orientation. This course is scheduled to be presented for the first time in September. The draft of a proposed announcement for Intelligence Orientation was sent for coordination to the School of International Communism, which will conduct the last two weeks of the course.

OTHER ACTIVITIESa. Clerical Training

(1) During the week of 16 July there were 201 people in Clerical Induction Training and 30 people in Clerical Orientation.

(2) The results of the official Agency tests administered by Clerical Induction to Entrance-on-Duty employees for the week of 16 July are as follows: Of 13 people tested in shorthand, none qualified; of 25 people tested in typing, 13 qualified.

(3) Due to the large classes which cannot be accommodated in Room 2305 Alcott Hall, arrangements have been made to use the Auditorium in [] for the Clerical Orientation classes for the week of 23 July, and Room 155, [] for succeeding weeks.

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b. Reading Improvement

(1) In response to Mr. [] request of 24 July, six hours' instruction in reading techniques for the projected OCR Analysts' Training Program is tentatively planned for the week of 13 August.

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(2) Reading Analysis #13 is being conducted this week for five JOT's.

c. Visual Aids Staff

The weekly activities report of the Visual Aids Staff is attached.

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d. Instructor Training

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Mr. [] assisted TSS/Training in the running of a training problem on 18 July.

e. Intelligence Training

(1) Ten students completed Writing Workshop No. 8 on 19 July. Six were from Commo, two from ORR, and one each from OCI and FDD/00. The students indicated in their critiques that they felt they had benefited immeasurably from the course.

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(2) On 19 July Mr. [], DD/P, visited this office to request assistance in selecting material to be used in preparing a three-hour presentation on intelligence. The lecture will be given to a Military Government Reserve Unit and will be unclassified.

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(3) Miss [] has been designated OTR Bulletin reporter for the Intelligence School.

f. Basic Orientation

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(1) A special briefing on the Intelligence phase of Basic Orientation was begun on 23 July for six JOT's.

(2) On 24 July Mr. [] assisted in a special training program being conducted by Mr. [] of the Operations School. 25X1

(3) Mr. [] of the 25X1 School of International Communism to discuss administrative matters relative to the first running of Intelligence Orientation.

g. Management Training

(1) Basic Management #26 concluded Friday, 20 July. Each of the eleven students originally enrolled completed the course. This presentation, initially scheduled in June, was deferred in order to make room for the special presentations for the SR Division.

(2) The Senior Supervision course, primarily designed for Intelligence Officers GS 12-14, is scheduled for a special presentation 30 July - 10 August. This extra presentation was planned during the spring when scheduled courses for Basic Supervision at GS 5-11 levels prevented us from giving the senior course. The vacation season has made registrations very slow; nevertheless, it now appears that we will have at least sixteen students for this extra run.

(3) Discussions have been held looking toward a second group of ORR personnel to meet some time after the first of September for a week of management training. The schedule is not firm, but ORR definitely wants a second group to receive training like that in which the AD participated at [] in March. This may present scheduling difficulties, since OSI has asked for a similar session the week of 1 October.

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h. Orientation and Briefing

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(1) At the request of Mr. [REDACTED], Editor of the OTR Bulletin, C/OB prepared an article for the Bulletin entitled "Intelligence Has A Story."

(2) Because it was not feasible to rearrange the schedule of the Junior Foreign Service Officers so that they might attend a special program conducted by C/OB on 27 July, it has been possible to schedule a special Introduction Program for that day.

(3) Arrangements have been made for the Deputy Director (Support), Col. White, to make the introductory remarks at the Departmental Briefing.

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(4) Miss [REDACTED], Intelligence Training staff, has been assigned to assist in the conduct of some of our programs.

i. Administrative Training

(1) Administrative Procedures #67 ended on Friday, 20 July.

(2) Operations Support #22 began on 23 July with 27 students.

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(3) Carpenters will begin work on the vault on 30 July. While work is in progress Mr. [REDACTED] will make the necessary arrangements regarding the security of materials stored in the vault.

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(4) Mr. [REDACTED] have moved into Room 166, [REDACTED]

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3. PERSONNEL NOTES

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Mr. [REDACTED] of the BOC staff is on annual leave from 23 July through 3 August.



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